

NOTICE

TO: All Attorneys and Law Firms

FROM: Judge Charles Price, Presiding Judge

DATE: August 3, 2001

SUBJECT: Emailed Orders and Correspondence

1. The 15th Judicial Circuit is in the process of improving the methods by which we distribute orders and correspondence at the Montgomery County Courthouse. Initially, the offices of Judge Tracy McCooley and Judge Eugene Reese will implement a pilot project to distribute orders and limited correspondence electronically to law firms and attorneys. The emailed copy of orders and correspondence represents a valid and true copy of the original. However, parties, attorneys, and law firms should note that the original document is retained in the appropriate file in the Clerk's Office of the 15th Judicial Circuit. After a 30-60 day trial period we will evaluate the pilot and make a decision about expansion of this service to other judges' offices.

2. To ensure your correspondence is received in a timely and efficient manner, please email the following information to our office 15jc@alacourt.state.al.us by August 17, 2001:

Last Name:
First Name:
Middle Initial:
Your Email Address:
Your Law Firm's Name:
Your Law Firm's Email Address:
Address:
City:
State:
Zip Code:
Telephone Number:
Fax Number:

3. Most of the correspondence will be distributed using Adobe Acrobat Reader software, which can be installed at no charge, to allow you to print Adobe PDF files across a broad range of hardware and operating systems. Therefore, you can reliably open our documents to view/print the file. If you don't have Adobe Acrobat reader loaded on your computer, please download this software from the following

Internet sites: www.alacourt.org:

- a. Select the AOC Resources Menu item
- b. Select the File Downloads Menu item
- c. Select the Acrobat Reader 5.0 Menu item
- d. Select the save to disk Menu item
- e. Select Open

Note: This will save the Acrobat Reader program to your hard drive

- f. When the file has finished downloading, select the "Open" Menu item
- g. Select Next
- h. Select Next
- i. Select OK

Note: You can now double-click on the file and it will open. If you experience difficulty downloading this software at our site, please go to www.adobe.com (click on the "Get Acrobat Reader Icon located at the bottom right side of the page).

4. Please direct questions or comments to Fred Lilly at (334) 832-7170 or 15jc@alacourt.state.al.us. Your continued support is appreciated and we welcome any feedback on how we can improve the quality of service provided to attorneys and law firms.